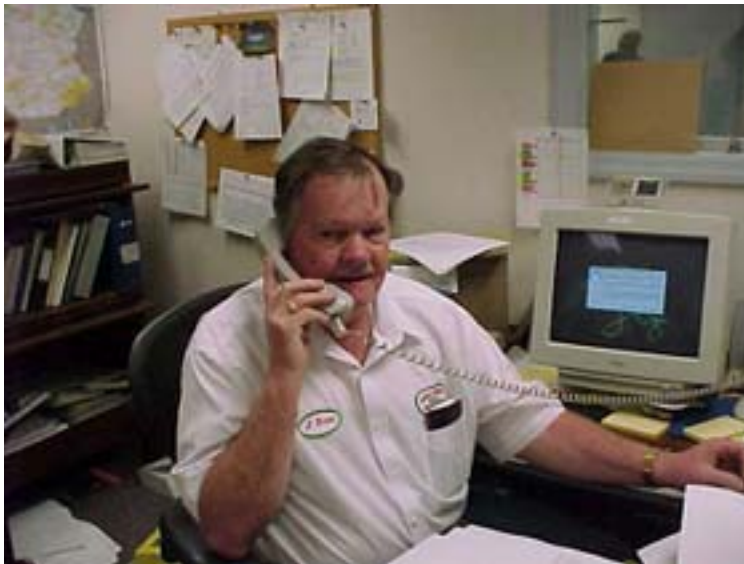


Moorhead Memo

August 2003

Jerry Baur



THE VIEW FROM MY WINDOW

By Rick Murphy
Property Manager

On August 1, 2003 an end of an era occurred in the Pittsburgh GSA office with the retirement of two of our most loyal employees.

After forty years of outstanding service to the federal government, Jerry Baur GSA's Mechanical Maintenance Foremen has decided to hang –up his tool belt. Jerry started his career in 1963 working as a building operator at the Executive Office Building and Whitehouse in Washington DC. I am certain that Jerry is one of the few people still working for the government who can say he worked in the Whitehouse for President Kennedy and his family.

Jerry, a McKeesport native, returned to Pittsburgh in 1965 when the Moorhead Federal Building opened for business. He began working in the heating and air-conditioning shop and worked his way up to shop foremen in 1994. His knowledge of the Pittsburgh's federal buildings is going to be impossible to replace.

Jerry and his lovely wife of 35 years, Sherry, have raised three children. They are also the proud grandparents of eight grandchildren. Jerry's love of golf, hunting, and fishing will occupy his days, that is unless Sherry has a long honey-do list that he has to complete first.

Bob Griffin came to GSA as a temporary custodial worker in 1983. I guess he did not understand the meaning of temporary, because his service lasted twenty years. Bob worked in the Moorhead custodial shop until he moved to the Ambridge Social Security Building in 1994.



Robert Griffin

He returned to the Moorhead Building in 1999 when he joined the mechanical shop as a maintenance worker. He finishes his career in GSA as a Plumber, or as he like to say, "As an expert in the sanitary engineering industry".

Bob and his wife, Kathleen, are the proud parents of three children and they have raised numerous foster children over the year and recently have adopted three children ages seven, eight and nine. Bob's love of children will certainly keep him active for years to come.

The staff and Management of the Pittsburgh Office of GSA want to wish Jerry and Bob all the best and a most enjoyable retirement.



One thing that really gets to me is that people post notices on the marble or wall covering in the elevator lobbies and halls throughout the building. This week it is the blood drive notice; last week it was a notice of a bake sale. The tape is very difficult to remove from the marble and it when we remove it from other surfaces we damage the painted wall or the wall covering.

In my opinion, it is graffiti.

We recognize the need to make the building occupants aware of these worthwhile programs, but we question the method. Agency representatives wishing to post a notice should contact GSA for use of the electronic bulletin board in the lobby. You also have the option to use the FEB bulletin board on the cafeteria level. Finally, we have installed message boards in all of the elevators for your use. Just please do not post notices on the wall paper or marble in the public space.

For those who continue to post the notices, our policy will be to remove the notices. All GSA employees have been instructed that if they observe this practice occurring they are to remove the notice immediately.



The Ups and Downs of Elevators

In the last edition of the Moorhead Memo, I wrote about the new elevators and the tendency of the people in the building to use the slower inter-office elevators as opposed to the faster elevator in the main lobby. Here is, what I promise to be, my last comment on that subject.

The low and high-rise elevator groups were designed to handle primary elevator traffic for our building, and the inter-office elevator group was included for supplemental service as a convenience for building occupants remotely housed from the primary elevator groups, or traveling to the lowest levels of the building. Yet, the inter-office elevators carry a larger load of the building's elevator traffic. To illustrate this point we randomly selected three days and analyzed the traffic patterns. The report tells us how many calls were placed per bank, the average wait time for an elevator, and the number of passenger calls answered in intervals of fifteen seconds.

The days we selected for this analysis were Thursday June 26, 2003, Wednesday July 9, 2003 and Monday July 14, 2003, below is a chart showing the results of our analysis:

Inter-office calls elevator numbers 13-16

Day	Total Number of calls	Average wait	Wait time in seconds (number of calls)				
			1 -15	15 -30	31-45	46-60	60 &above
6/26	2812	27.16 seconds	1351	575	335	206	345
7/9	2375	26.9 seconds	1231	446	253	181	264
7/14	2454	24.06seconds	1381	452	240	152	229

High-rise elevators 7-12

6/26	2061	4.51 seconds	1945	94	20	2	0
7/9	1153	8.43 seconds	1059	72	21	1	0
7/14	1125	9.55 seconds	1033	79	12	1	0

Low-rise elevators 1-6

6/26	1607	2.50 seconds	1594	11	2	0	0
7/9	1460	2.69 seconds	1438	21	1	0	0
7/14	1413	2.90 seconds	1395	13	3	0	0

For the majority of our riders, an elevator responds to calls in less than thirty- seconds. Passengers using the inter-office elevators find the wait may be several minutes during periods of peak traffic. Peak traffic hours are normally early morning, lunch and the building's closing hours. For those who utilize the low-rise elevators, you rarely wait more than thirty seconds for an elevator and never wait more than forty-five seconds for service. As for our high-rise users, like the low-rise passengers you rarely wait more than thirty-seconds for an elevator. Moreover, less than one percent of you waited more than forty-five seconds for elevator service. The long and short of it is that there is great service readily available to those who use the high & low -rise elevators. Longer waiting time will be normal for passengers using the inter-office elevator group That's just the way the building elevator system was designed!



Recently the Occupant Emergency Committee conducted a fire drill in the Moorhead Federal Building and we very pleased with the results. We activated a fire alarm pull station at 9:35 AM

and the building cleared of all personnel by 9:50 AM. That means that in less than fifteen minutes over 1,800 people in a twenty-five-story building were evacuated.

So why am I telling you about a successful fire drill? We all need to be aware of what we are to do in a true emergency and to know the Occupant Emergency Plan or the OEP for the building we work in.

What is the OEP? The OEP is the document designed to save your life in the event of an emergency in the building. This plan was designed by the heads of the major agencies in conjunction with fire safety and other emergency professionals.

The OEP Committee is comprised of the heads of all the agencies in the Moorhead Federal Building, with primary responsibility for the OEP vested in the OEP command team.

The OEP Command Team Personnel are:

Tom Britt the IRS Commissioner's Representative, Tom holds the position of Designated Official. In this capacity, Mr. Britt heads the OEP and makes the final decision regarding the activation of the plan when needed.

Dan Campeau of the Federal Protective Service is the Occupant Emergency Plan Coordinator. Dan's job is to advise the OEP team regarding emergencies by utilizing his experience in public safety so that the Designated Official can weigh his option when activating the plan. He is responsible to coordinate the plan with local safety officials. Finally Dan also commands the security force and maintains and controls the movement of the building's occupants in an emergency.

Steve Miller & Rick Murphy, GSA Building Managers, are the technical representatives. Their job is to advise the designated official about the building systems and work with the OEP team and local public safety officials regarding building issues in an emergency.

Steve Davidson US Army Corp of Engineers is the Administrative Officer; Steve functions as the administrative arm of the committee. He coordinates the committee program with the agencies. Steve also provides observations and analyzes for the OEP.

George Buck, Executive Director of the Federal Executive Board is the floor team Coordinator. George is responsible to work with the agencies to staff the 23 floor teams throughout the building. He also coordinates the training for the floor team members and maintains accurate list of the OEP's floor teams.

The Floor Teams consist of personnel located throughout the building that take the responsibility to clear the floors of the building in an emergency.

YOU: It is your responsibility to become familiar with the OEP and know what you should do in the event of an emergency.

Don't forget, I am always seeking your input on how to make the Moorhead Federal Building a better place to work. If you have an idea or concern just call me at 412-395-4823



Fire Drill

**BY Thomas A. Britt, Designated Official
Occupant Emergency Committee**

This article is to provide information and feedback to building tenants regarding the full building evacuation exercise that was conducted on June 26th, 2003. The building Occupant Emergency Committee recently met to review information gathered during the floor monitor training and the subsequent fire drill. The discussions included comments and recommendations to share with employees.

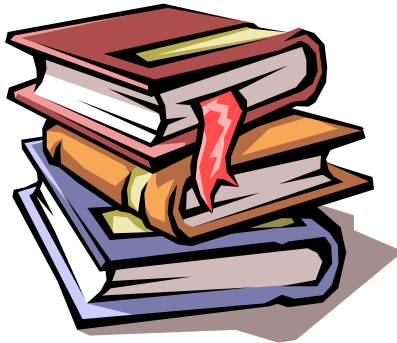
- From the time the drill was announced, the total time to evacuate the building was 13 minutes. This elapsed time is considered by the City Fire officials to be very good for the evacuation of a high-rise building of our size and population (1800 employees approximately).
- The new procedure involving the use of the freight elevator to evacuate the disabled was tested during the drill. It took only three trips and 12 minutes to safely evacuate all of the disabled to the William Penn exit.
- Only 66% of the floors called in to report “all clear”. As a reminder, when using the phones in the stairwells, there is a delay once you pick up the receiver. A member of the Occupant Emergency Committee will be answering the phone calls one by one for each of the floors, so be patient. As a Floor Team member, you may leave the floor and report the floor clear at the Command Center when exiting the building. Floor monitors should become familiar with the Floor Team Member Checklist in the Occupant Emergency Plan.
- The floor team members were easily identifiable because of the team member vests or armbands. Employees need to become familiar with the team members for each of their floors. This is particularly critical where several agencies share the floor.
- The employees exited the building in an orderly fashion. One recommendation is to ensure when exiting the building to avoid as much as possible walking in front of the building to your assembly areas. If this had been an actual emergency, these areas would have been used for emergency equipment and personnel.
- Managers and employees expressed concerns about the amount of time it took to re-enter the building once the drill was complete. The Federal Protective Service has determined that all individuals will be screened when entering the building. While the Occupant Emergency Committee recognizes that the long delay in re-entering the building causes some problems, this precaution is for everyone’s safety.

If you have any questions or require any additional information, please contact Rick Murphy, GSA Building Manager, at (412) 395-4823.



Squatters beware
By Rick Murphy
Property Manager

A little advice to all people in the building who occupy those "unauthorized" spaces that will soon be in the process of demolition. Because the project started on August 1st, agencies affected should excess their extra "stuff" and get their "stuff" out of those unoccupied rooms **NOW**.



- *The U. S. Government Bookstore (Rm. 118) is permanently closing to the public on August 29, 2003. As a result they have excess furniture to dispose of. All furniture is free to federal agencies. They are also selling all the publications they have in stock at 75% off the regular price. If interested please call Bob Mann, manager of the bookstore at 412-395-5021.*

- *Earlier this month GSA conducted its bi-annual air monitoring. If anyone wishes to have his or her area monitored please contact Doug Baker at 412-395-5887. The next testing session will be done at the beginning of calendar year 2004.*

By Doug Baker, GSA

Free Space Available!

Are you a representative of a Federal agency in Pittsburgh?

Do you have an event or program that you would like to bring to the attention of the Federal community?

Perhaps GSA can help by publishing your item in the Moorhead Memo! Please contact Larry Ridgway with GSA at (412) 395-4300 for further information.

SERVICE CALLS ? ? ?

Call GSA @ (412) 395-4300
